



EMPLOYMENT OPPORTUNITY
Part-time Administrative Assistant 3
Salary \$1949.00 - \$2533.00 (75%) Range 39

Recruitment # 1311-10 Opens: February 8, 2010 Closes: February 19, 2010

Job Summary

The Department of Fish and Wildlife is seeking applicants for a permanent part-time (75%) Administrative Assistant 3 position in the Fish and Wildlife Commission office. The primary duty station is the Natural Resources Building in Olympia. This position provides confidential administrative support to the Fish and Wildlife Commission and Executive Assistant, assists constituents in the spirit of open government and helps maximize public access to Commission deliberations and decision making.

Principal activities include:

- Attending all Commission meetings, greeting and conferring with constituents to identify needs and provide assistance on public testimony procedures.
- Managing the Commission Office central filing system, inventory and public records requests.
- Receiving Commission correspondence, assigning and tracking responses.
- Reviewing and evaluating staff-generated documents and information for completeness, accuracy, compliance with Commission standards.
- Establishing and maintaining office procedures, prioritizing projects, and initiating actions to ensure efficient workflow and attainment of work goals.
- Maintaining stakeholder contact information and distribution lists.
- Assembling Commission meeting notebook materials in collaboration with Department staff, Commission Chair and Executive Assistant.
- Transcribing Commission meeting minutes.
- Preparing travel itineraries, vouchers, expense reports and payment documents.

The person selected for this position will play an important role in facilitating citizen involvement at public meetings and enhancing the Commission process of allowing the public to interact regularly with the policy-setting authorities and senior administrators within the Department of Fish and Wildlife.

Working Conditions

Duties are primarily performed in an office setting requiring substantial use of a personal computer and working in a cubicle with frequent interruptions while juggling multiple projects. The employee must be able to lift and transport audio recording and projection equipment (with assistance) to and from meeting locations. The work schedule is based on Commission meeting dates and includes some Saturdays. Travel is required for Commission meetings held outside the Olympia area (approximately 8-10 days a year). Aside from Commission meeting dates, the day-to-day work schedule is flexible. This position requires absolute ability to maintain the confidentiality of sensitive information.

Competencies and Qualifications

Well qualified applicants for this position will demonstrate competencies in the following areas:

- Strong organizational and records management skills
- Ability to write and speak clearly
- Excellent customer service, interpersonal and listening skills
- Proficiency using Microsoft Word, Excel, PowerPoint, Access and Outlook
- Knowledge of state government operations and general office procedures

Required qualifications: High School graduation or a G.E.D. equivalent and three years of progressively responsible experience in office management or general administrative work are required. College level coursework will substitute year for year for the experience (30 semester credits or 45 quarter credits is equivalent to one year of experience).

Preferred applicants will have experience providing clerical/administrative support at the state agency executive level or for public sector boards and commissions.

How to Apply:

Submit a completed and signed state application and attach a detailed resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, title, length of service, and the duties performed. For completed education, specify degrees or other formal training completed, including the schools attended. As appropriate, list and briefly describe specific courses you completed. Briefly explain how the course related to one or more of the desired competencies (what you learned and skills developed through the course).

Here are the ways you can submit your signed application.

1. Mail your application materials to:
Margaret Gordon, Recruitment Specialist
Human Resources Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
2. Fax (360) 902-2392 Attn: Margaret Gordon
3. Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.
4. Or scan a signed copy and send by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.